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Masters

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE
NO. 1-130-25

ORGANIZATION
10 February 1965

REVISION OF MISSION AND FUNCTIONS

ASSISTANT FOR OPERATIONS

ASSISTANT FOR PLANS AND DEVELOPMENT

REFERENCE: NPIC Notice No. 1-130-17, dated 13 March 1964

1. Revised mission statements for the Assistant for Operations and the Assistant for Plans and Development, and new mission and functions statements for the Operations Staff and Plans and Development Staff are issued herewith.

2. Statements issued for these organizational components with the referenced NPIC Notice are hereby rescinded.



Executive Director

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Enclosures (2)
a/s

Distribution: No. 3

Declassification Review by NGA

*Rescinded for
NPIC class 1-3
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ASSISTANT FOR OPERATIONS

MISSION

The Assistant for Operations is responsible to the Director, NPIC, for arrangements concerning the receipt of new photographic inputs, directing the maintenance of a central registry of all requirements and projects, developing dissemination policies and procedures for NPIC products, advising on the control of special security systems materials, operating a communications facility, serving as the Center's Foreign Liaison Control Officer, Vital Materials Officer, consultant to COMOR and as principal advisor to the Director on all matters pertaining thereto.

OPERATIONS STAFF

MISSION

The Operations Staff, under the direction of the Assistant for Operations, is responsible for maintaining contact with collectors of photography to ensure the timely receipt of data about inputs to permit the effective scheduling of production by Center components, making arrangements to receive new inputs, dissemination of cables, maintaining a central registry of all requirements levied on the Center and all projects established in the Center.

FUNCTIONS

The Operations Staff shall:

1. Maintain operational contact with collection organizations in order to obtain timely information on inputs necessary for the effective scheduling of NPIC production activities by Center components.
2. Make arrangements for the expeditious receipt of new inputs and related data in the form required to meet the needs of Center components in the exploitation thereof.
3. Maintain an up-to-date record of the Intelligence Community's film duplicating requirements and prepare duping schedules as required.
4. Provide for the receipt, dispatch, internal dissemination and archiving of cable traffic.

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5. Maintain a central registry of all requirements levied on the Center and advise requesters of the receipt of their requirements and the point of contact to be used regarding the details and status of the work involved.

6. Ensure that all projects established in the Center are properly categorized and maintain a central registry of same.

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ASSISTANT FOR PLANS AND DEVELOPMENT

MISSION

The Assistant for Plans and Development is responsible to the Director, NPIC, for the preparation of technical planning studies, for ensuring that the Center maintains cognizance of new photographic and other [] and is technically oriented and equipped to meet its production requirements, and for serving as principal advisor to the Director on matters pertaining thereto.

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PLANS AND DEVELOPMENT STAFF

MISSION

The Plans and Development Staff, under the direction of the Assistant for Plans and Development, is responsible for supporting the Director and NPIC components in planning for the technical impact on the Center's exploitation activities of new or significantly modified photographic and other [] for serving as the focal point in dealing with and providing support to activities engaged in developing and modifying photographic and other [] systems, for conducting a comprehensive exploitation-equipment development program, for performing experimental laboratory investigations, and for providing an equipment maintenance service as required.

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FUNCTIONS

The Plans and Development Staff shall:

1. Maintain a current awareness of plans for and developments in proposed photographic and other [] systems to determine their potential effect on NPIC exploitation activities.

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2. Prepare technical planning studies which are primarily concerned with the preparation of Center production activities to receive and exploit new types of photographic and other [] inputs.

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3. Ensure that NPIC components are kept appropriately informed, for planning purposes, of proposed modifications to present and developments in future collection systems.

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25X1 4. Coordinate and present to collectors NPIC views on proposed photographic and other [] systems.

5. Manage the technical responsibilities of NPIC for procurement of R&D equipment and services including development of specifications, monitoring of contracts, and inspection and acceptance.

6. Maintain liaison with appropriate elements of the Intelligence Community to coordinate joint development actions where feasible.

7. Provide guidance and support to the NPIC Technical Development Board.

8. Operate an exploratory development laboratory to investigate advanced techniques in photography, chemistry, optics, and electronics which have potential benefit for NPIC and to assist in the development of exploitation equipment as required.

9. Provide an equipment maintenance service for NPIC.

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